

CFMS CONTRACT PRE ENCUMBRANCE

Pre-Encumbrance Processing

The following steps describe the CFMS contract pre-encumbrance, encumbrance and cancellation processes. These are processed on-line (real time). Results from AFS, including reasons for rejections, can be immediately viewed on-line on the KACG screen. Once the contract has been encumbered, the pre-encumbrance can not be changed unless the contract's original encumbrance is changed.

To process contracts to accounting for pre-encumbrance:

1. **Verify** that the "FY" field on KENT is displaying the year in which the pre-encumbrance will be processed. In most cases, this field should display the current year. The exception applies only to continuing appropriation contracts.
2. **Verify** that the pre-encumber status code on all KACG records that should interface to accounting are set to **1 - Ready To Go To Accounting**.
3. **Verify** that the KOFY screen total equals the base contract amount on KENT.
4. **Verify** that the KOFY amount for the current year (year to be pre-encumbered) is equal to the KACG(s) total. The KOFY amount maybe split between several KACG records.
5. **Change** the status code on the KENT screen to **PEO - Pre-Encumber On-Line**.

Pre-Encumbrance Successful

1. If the pre-encumbrance is successful, status code of KENT will return at **PES - Pre-Encumbrance Successful**.
2. The pre-encumber status on KACG should be **3 - Passed Accounting Processing**.

Pre-Encumbrance Failure

If the pre-encumbrance fails, status code of KENT will be set to **PEF - Pre-Encumbrance Failed**. To correct the error:

1. **Review** the reason codes returned from AFS, which are displayed in the bottom right corner of the KACG screen. If multiple errors exist, the user may want to screen print the errors.
2. **Change** the status on KACG to **1 - Ready To Go To Accounting**. The errors will disappear with the status changed from 4 to 1.
3. **Correct** any errors.
4. Change the status on KENT to **PEO - Pre-Encumber On-Line** and **resend** the transaction.

Changes to Contract Pre-Encumbrance

The user can increase, decrease or cancel a pre-encumbrance. If corrections need to be made to increase or decrease the pre-encumbrance of a contract, it can be done by adding a change on the KACG. The following steps can be used to change a KACG:

1. Lower the status of KENT to **RDY**. Verify that the KOFY screen total equals the base contract amount on KENT plus the amendment/change amount for the corresponding year.
2. Type **clear** in the function field on KACG (it will default to **ADD**).
3. **ADD** the contract number, the account distribution number to be changed, and the change number (if it is the first change - type '01', second change - type '02', etc.); tab to action code and type 'T' for an increase of funds or 'R' for a reduction of funds; tab to the amount field and type in the amount to be added or subtracted to make the adjustment; then press enter.
3. **Change** the status of the KACG change from '**0**' to '**1**' and press enter.
4. Return to KENT and **change** the status to **PEO** to pre-encumber the change. The status should return at **PES - Pre-encumbrance Successful**.

Cancellation of Contract Pre-Encumbrance

To process contracts to accounting for pre-encumbrance cancellation, **change** the status code on the KENT screen to **CPE - Cancel Pre-Encumbrance**.

Cancel Pre-Encumbrance Successful

If the cancel pre-encumbrance is successful, status code of KENT will return at **CPS - Canceled Pre-Encumber Successful**.

Cancel Pre-Encumbrance Failure

If the cancel pre-encumbrance fails, status code of KENT will be set to **CPF - Cancel Pre-Encumbrance Failed**. To correct :

1. **Inquire** on the KACG screen and **review** the reason codes returned from AFS.
2. **Change** the status of the KACG record from 7 to 6.
3. **Correct** any errors.
4. **Change status code** on KENT to **CPE - Cancel Pre-Encumbrance** and resend.

AFS Pre-Encumbrance Screens

Users who have access to AFS may view or verify the pre-encumbrance information established in AFS on the OPRQ and/or OPRL screens.

1. Select option '1' on the ISIS screen.
2. Type 'N' in the ACTION field and 'OPRQ' in the TABLEID field and press enter.
3. Type 'S' in the ACTION field and tab to the REQ AGCY field and type in your three digit agency number (first three digits of the requisitioning agency number on the requisition). Then type the requisition number in the REQ NO field and press enter. If the pre-encumbrance was successful, header information about your requisition pre-encumbrance will appear.
4. From the OPRQ Screen type 'L' in the ACTION field and press enter. The system will leaf to your accounting line information on the OPRL screen. To view additional lines, press enter.
5. Type 'E' in the ACTION field and press enter to return to the ISIS screen.

Common Interface Error Messages

A472E PS OBJECT ON PO OR RQ

The object coded on the transaction is a personal services object, (according to the Object Table) and is not valid on Pos or requisitions. Correct the object code and resubmit.

A493E INCREASE > UNOBLIG APPR

The line amount exceeds the budgeted authority amount for the appropriation. Correct the line amount of the accounting distribution and resubmit the transaction.

HFR9E FED AID BUDGET HAS BEEN CLOSED

The document is referencing a federal aid budget line on the Federal AID Budget Line Table that has been closed.

The cause of the following error messages may be an inappropriate fiscal year. To resolve this problem, verify the correct fiscal year was entered for the accounting distribution information.

C100E INVALID FUND FOR BUD FY

C120E INVALID FUND/AGENCY FOR BFY

C122E BAD FUND/AGENCY FOR ACCT FY

C152E INVALID OBJECT

HP04E INVALID PROJECT